



Personnel Policy

Voluntary Shared Leave

Control Number

HR041.1

Policy Date

05/05/2025

Revision Date

01/05/2026

Purpose

To provide a means for one employee to assist another in the case of a prolonged medical event that results in exhaustion of all earned leave, such as, but not limited to, an FMLA qualifying event.

Scope

All regular, full time employees and budgeted thirty-two (32) hour employees.

Policy Requirements

- An employee must exhaust all available leave and be approved for leave without pay before being eligible to receive voluntary shared leave. Each case must be examined, and approved by the Human Resource Director for its conformity to policy intent.
- In cases of a prolonged medical condition lasting 30 calendar days or longer, an employee may apply for, or be nominated to receive, voluntary shared leave.
- This policy does not apply to short-term/illnesses lasting less than 30 calendar days.
- A medical condition may involve an employee or an employee's spouse, parent, child [including step relationships] or other dependent(s) which requires an employee's absence from duty for a prolonged period lasting 30 calendar days or longer.
- To request or nominate, the Voluntary Shared Leave Request Form shall be completed. <https://scotlandco.seamlessdocs.com/f/VSLRequest>
- Individual leave records are confidential and only individual employees may reveal their donation or receipt of leave.
- Leave donations will be Sick Leave hours. The maximum amount of donated leave allowed by one individual may not reduce that individual's leave balance below eighty (80) hours.
- An employee donating sick leave shall not donate more than 40 hours of sick leave per calendar year.
- Any employee donating leave must complete a Voluntary Shared Leave Donation Form. <https://scotlandco.seamlessdocs.com/f/VSLDonations>
- Leave transferred under this program will be available for use on a current basis or may be retroactive for up to 30 calendar days to substitute for leave without pay already granted to the leave recipient.
- Sick Leave donated will be added to a Voluntary Shared Leave Bank of the recipient.
- The maximum donated leave is 1,040 hours to any one recipient per event.
- At the expiration of the medical event, as determined by the County Human Resources Department, any donated leave will be returned in the order it was donated.
- An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee with respect to donating, receiving, or using leave under this program.



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Any questions or further guidance for policy interpretation and implementation should be directed to the Human Resources Director.

Disciplinary Action

An employee found to have violated this policy may be subject to disciplinary action, up to and including, termination.

Reference

Replaces: Personnel Policy dated, June 5, 2006
Article VI. Leaves of Absence, Section 15. Voluntary Shared Leave
Revised Voluntary Shared Leave Policy dated, June 1, 2020.
Revised Voluntary Shared Leave Policy dated May 5, 2025